



Temporary Law Clerk

20 hours per week
\$24.40/hr

THE POSITION The individual selected for this position will perform research and writing activities for the City Attorney's Office; prepare opinions, reports, and drafts of research activities. Assist in prosecuting municipal code violations; appears in court to represent the City on legal issues including arraignments, settlement conferences and infraction court trials; review code violations for related legal issues. Assist attorneys in preparing for civil litigation; compile and analyze legal data pertinent to cases; prepare summaries of research. Develop and draft legal documents, filings, and ordinances. Research, gather, and compile data on legal cases; utilize the law library to conduct research. Participate in computer data base research. Perform related duties and responsibilities as assigned. **Note: Assignment will end in approximately December/January.**

**EMPLOYMENT
STANDARDS**

Knowledge of: Procedures and practices of civil litigation and current issues. Principles and practices of legal terminology. Methods of legal research. Principles and methods of communications and public speaking. Principles and procedures of record keeping. English usage, spelling, grammar, and punctuation. Modern office procedures, methods, and computer equipment. Pertinent Federal, State and local laws pertaining to area of assignment.

Skill in: Operating personal computer and general office equipment.

Ability to: Perform complex research and writing activities. Assist in prosecuting municipal code violations. Assist attorneys in preparing for and presenting civil litigation. Research and compile data on a variety of legal cases. Evaluate and summarize legal data. Respond to requests and inquiries from the general public. Work independently in the absence of supervision. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Customer Service: The individual selected for this position will provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.

Physical Conditions: Essential functions may require maintaining physical condition necessary for the performance of assigned duties and responsibilities which may include the following: sitting or standing for extended periods of time and operating assigned equipment. Maintain effective audio-visual discrimination and perception needed for: making observation, communicating with others, reading and writing, and operating assigned equipment.

Training/Experience: One year of responsible legal research experience and a Bachelors degree from an accredited college or university. Applicant should be a member in good standing with the California State Bar, a law student eligible for certification pursuant to the State Bar of California's Practical Training of Law Students program, or a candidate of similar or related experience.

License Requirement: Applicants must possess a California Driver's License at time of appointment.

**FILING
DEADLINE**

OPEN UNTIL FILLED.